

Job Description: SECRETARY II, CUSTODIAN SUPERVISOR and INTERPRETER (COUNTY JUDGE)

CLASS NO. 108

EEOC CATEGORY: Office and Clerical

PAY GROUP: 16

FLSA: Exempt

SUMMARY OF POSITION

Performs office bookkeeping. Maintain the Law Library. Oversee reservations of the four county vehicles. Supervise 4 custodians for Anahuac County Offices. Assists in a broad range of secretarial and clerical duties on a day-to-day office tasks as required, including answering telephones, ordering all office supplies, scheduling appointments, processing mail. Updates annual indigent plan for court appointed attorney for Juvenile and Criminal Court and updates plan to insure compliance with State law and guidelines. Coordinates court appointment of attorney for County Court.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Administrative Assistant (County Judge)
2. Directs: Custodians; assigns tasks to Clerk in the absence of the Administrative Assistant.
3. Other: Has daily contact with co-workers, the general public, and the County offices. Has regular contact with county officials and their employees, and outside private publishers.

EXAMPLES OF WORK

Essential Duties*

Perform bookkeeping tasks for office accounts. Sets up all bills for office, which includes setting up Purchase Orders requisitions and claims for bills for office including credit card statement, membership dues, newspapers, rug cleaning, clothing allotment for foster children, and all legal suits as well as setting all claims for payment for Law Library;

Calls for purchase orders and sets up all bills for office such as mental commitments, county dues, court reporter, elevator service agreement and related bills, flag service, lunch meeting, newspapers, foster children clothing requests, books for all offices, coffee supplies, printer supplies, Co. Judge's hotel reservation, credit card statement, law suits, Fuelman and many other;

Prepares office supply requisitions;

Reviews phone bills for Co. Judge's office phone and fax, District judge's computer and fax, Mainframe computer modem, Security guard, and Swimming pool for discrepancies;

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 8/12/2014

CLASS NO. 108 (Continued)

Takes phone calls from petit Jurors and prepares certificates for jurors selected on the day of trial; Prepare Commissioners Court Agenda and packet when administrative assistant is out.

Using net data checks budget amendments prior to Commissioners Court and prepares report for commissioners' court packet. Once approved by Commissioners Court logs into Net Data to transfer money over, prints out report and gives copies to auditor and purchasing;

Following Commissioners Court approval, payroll change originals are distributed to Treasurer and copies to auditor, co. clerk and the departments making request;

Assist in tasks associated with commissioner's court, county court and other assigned court procedures/duties;

Interpret for the two District courts, County court and JP Courts, County Clerk, Commissioner's Office and any other office that might need assistance;

Translate various forms, applications documents, etc. from English to Spanish for offices including, but not limited to, County Judge's, Sheriff's, Indigent Health, and Health department, District Court, County Clerk and JPs. Translates election notices for Co. Clerk & serves as a social worker for non-English speaking community. Interprets at county proceedings for county, district and JP Court;

Maintain Law Library including shelving books, ordering new books, updating books, etc. Orders, receives, and distributes legal books for county offices including District Attorney, District Judge, District Clerk, County Clerk, Sheriff, County Judge, Justices of the Peace, Constables, Juvenile Probation, Juvenile and Adult probation, Environmental Health and County Commissioner;

Greets and assists the general public in a courteous manner, and assists with questions or problems as required;

Supervise custodians, including assigning and planning work, ensuring training and evaluating performance. Prepares time sheets, and monitors time balances, calls in substitutes, and prepares accident reports, and provides Human Resources with necessary information;

Send legal notices to newspapers for Judge's office, Sheriff's department, county engineer, environmental health and any other office that might need to send something to be published. Once published, affidavits are obtained from newspapers and bill is set up for payment.

Types public notice of test of automatic tabulating equipment for all elections and sends it to newspaper for publication, and pays for bill;

Translates Elections notices;

Prepares time sheets with appropriate rates for central counting station personnel and submits to treasurer for payment;

CLASS NO. 108 (Continued)

Take reservations from county employees for the use of the 5 county vehicles. Assign Fuelman pin numbers for users to purchase fuel. Reports maintenance needed on vehicles to Emergency Management. Pays weekly gas statement;

Registers and makes Hotel reservations for continuing educations classes for County Judge, monitors continuing educations hours for County Judge;

Prepare Judge's reimbursement for travel and misc.;

Helps co-workers and public with copier, calls technician for service when needed and makes sure that supplies are in stock;

Performs general office duties as required including filing, copying, typing, records retrieval, answering telephones, scheduling appointments, scheduling conference courtroom reservations, receiving and sending faxes, processing office mail, sending out various notices, accessing records, and ordering office supplies;

Order and pay for rug cleaning for central county offices;

Order office and coffee supplies;

Handles requests for court appointed attorney inmates and defendants that come to county court. Notifies attorneys of appointment. Notifies county Attorney, County Clerk, Jail personnel and coordinates with District Judge's office when a felony charge is involved. Handles fee vouchers.

Updates process for efficiency.

Serve as Notary Public; and

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIREMENT KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: current bookkeeping; structure and operation of county government; and the Spanish language.

Skills/Ability to: maintain accurate office financial books and records; demonstrate proficiency in both oral and written communication; accurately translate various forms, documents, etc., from English to Spanish and vice versa; operate computers utilizing standard word processing and spreadsheet software, and other current office equipment including copiers, fax machines adding machines, etc.; type accurately at a speed of at least 55 words per minute; and established and maintain effective working relationships with co-workers, county officials, employees of various county offices, members of the print media, outside private publishers, and the general public.

This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 8/12/2014

Chambers County

CLASS NO. 108 (Continued)

ACCEPTABLE TRAINING AND EXPERIENCE

High School diploma, or its equivalent, plus at least two years of related work experience (college course work in office administration, bookkeeping, or accounting desirable);

Or any equivalent combination of experience and training which provides the require knowledge, skills and abilities.

CERTIFICATES AND LICENSE REQUIRED

Notary Public